

**STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS**

REQUEST FOR INFORMATION



RFI

**WORK/TRAINING RELEASE
PROGRAMS**

ISSUE DATE: JUNE 20, 2016

DUE DATE: JULY 20, 2016

REQUEST FOR INFORMATION (RFI)

The Washington State Department of Corrections, Reentry Division, hereinafter referred to as Department, is initiating this Request for Information (RFI) Number RFI11250 to assist the Washington State Department of Corrections in learning what organizations are available to provide work/training release programming for same for male or female offenders, hereinafter referred to as residents, with 6 months or less until their earned release date. Work/training release facilities serve as a bridge between life in prison and life in the community. Work/training release focuses residents on finding gainful employment, treatment, family reunification, and life skill development. Responses should indicate if a building suitable for the program is available.

This document is neither an offer nor a request for proposals or bids. Submission of a response, or failure to respond to this RFI, will not impact a vendor's eligibility to participate in any future acquisitions. No solicitation is available at this time. Respondents to this RFI will be sent a copy of the procurement document when and if it is released. This RFI is not to be construed as a commitment by the Department, nor will the Department pay for the information solicited herein or any of the costs of preparation. Information provided is a public record subject to public disclosure under Chapter 42.56 RCW.

BACKGROUND

Work/training release is the Reentry Division's primary community release program. The Department currently operates 16 work/training release facilities in conjunction with community partnerships as allowed by RCW 72.65 and in alignment with the Governor's Executive Order 16-05, Building Safe and Strong Communities through Successful Reentry. Work/training release provides an opportunity for residents to successfully transition back to the community with employment and an approved residence through placement in work/training release facilities. By providing research-validated education and intervention, close supervision and monitoring, on-going assessment and work experience. Work/training release programs promote positive behavior change, and fiscal responsibility, reduce future criminal activity and enhance community safety.

Through institutional programming, many residents have the opportunity to learn behaviors that will help them change criminal thinking and beliefs, begin to make positive choices and develop more effective social skills. Community work/training release programs offer residents the freedom to test these newly acquired behaviors under the close guidance and supervision of trained staff. By utilizing trained and professional staff, work/training release programs can work collaboratively with the resident and the community to develop individualized successful transition plans.

The Department has a continuing desire to identify efficient, cost effective methods to manage its correctional system through the use of community work/training release programs. It is important to ensure public safety and respond to budget challenges which is why the Department seeks the information identified in this RFI.

PURPOSE OF THIS RFI

The Purpose of this RFI is to assist the Department of Corrections in learning more about potential innovative cost saving solutions for the management of the state's community work/training release programs as an integral part of the Department's correctional system. Through this RFI, the Department is requesting information about

short and long-term cost saving methods for the delivery of services for Washington State's adult male and female minimum security resident populations, including housing, and security, programming and meal preparation and service.

The Department seeks information concerning the potential restructuring of housing services provided by its correctional system that would allow for the reduction in use of institutional beds by increasing work/training release beds, through the expansion of existing programs, replacing existing programs, and/or the renovation or construction of one or more new facilities. The Department also invites the submission of information on the availability and costs associated with the placement of adult male and female residents in a private facility.

Information concerning public/private partnerships, sale/leaseback arrangements and other innovative financing arrangements are sought in regard to the renovation, construction, or expansion of existing facilities.

The Department also seeks information on community work/training release programs that will assist in its efforts to reduce recidivism and the provision of all other ancillary services for adult residents.

The information collected through this RFI may be used to develop specifications for a competitive solicitation at a later date for all or only a portion of the services and programs described. After evaluation of the RFI responses, the Department may invite vendors to participate in further discussions.

INFORMATION REQUESTED

The Department is interested in obtaining information on any one, or combination of the following:

- A. Housing Services
 - 1. Development of new or renovated facilities in the state to house adult residents with access to public transportation and a variety of viable employment opportunities.
 - a. The information provided should clearly define all eligibility criteria and must identify any categories of residents that would be excluded from the proposed program. All exclusions must be fully explained, including rationale for exclusion.
 - 2. Expansion of existing work/training release facilities to house additional adult residents. Include the number of residents currently served, the increase, and the rationale behind the expansion.
 - 3. Information concerning public/private partnerships, sale/leaseback arrangements and other innovative financing arrangements in regard to the renovation, construction, or expansion of existing facilities currently owned or operated by the vendor.
 - 4. Information concerning how the vendor will ensure compliance with RCW 72.65.220, Facility siting process including:
 - a. Number of residential beds available
 - b. When proposed program will be operational
 - c. Location of proposed program

- i. Does vendor's agency currently control the site of proposed program – if no, provide details of how and when site can be made available for use.
- ii. Has the appropriate zoning been secured for the site – if no, provide details of how and when zoning is anticipated?

B. Non-Housing Services

- 1. Availability and costs associated with providing one or more of the following services for the existing adult population at existing and new facilities:
 - a. Identified staff presence and accountability 24 hours a day, 7 day per week.
 - b. Staff responsibility for providing transportation to appointments and other necessary outings when public transportation is not available.
 - c. Ongoing staff training and development.
 - d. Room and Board – that meets or exceeds national safety and health standards (may include a sample menu).
 - e. Property management and identified methods for contraband reduction.
 - f. Compliance with Department policy and development of facility procedures.
 - g. Documentation to include incident report writing, shift logs, and ongoing secure email communications regarding significant incidents and other pertinent information.
 - h. Monitoring and maintaining facility cleanliness and safety to include: proper tracking of chemicals, tool control, and key control.
 - i. Programming to reduce recidivism to include but not limited to:
 - i. Resident orientation
 - ii. General health and wellness
 - iii. Prosocial recreation and activities
 - iv. Cognitive Behavioral Interventions
 - v. Family Reunification Services
 - vi. Educational/Vocational services
 - vii. Employment Readiness Training and Counseling
 - viii. Release readiness planning, which may include the availability of transitional housing

Information submitted will be considered state records and are subject to public inspection and copying in accordance with Chapter 42.56 RCW.

HOW TO RESPOND

Responses to this RFI should be received no later than 4:30 PM PDT, July 20, 2016. Please note, however, that the Department will continue to elicit information until the point in time when and if a competitive procurement document is released.

Responses must include:

- 1. Cover letter: Cover letter should include a brief description and background of vendor's company, key principals and their credentials, and all contact information.

2. Capabilities: Provide a brief summary of vendor's capability to address any or all of the requested information in the RFI. To include the ability to operate a facility within the state of Washington and maintaining liability and insurance coverage. Please include supporting documentation/photos and/or examples.
 - a. Please provide the estimated cost of providing these services per resident per day, identify any ancillary costs not included in the day rate.
3. Client list: Include a list of client's where vendor's services have been implemented, if any.
4. Best Practices: All submissions must adhere to the accepted best practices in the corrections industry and be willing to be in compliance with applicable American Correctional Association (ACA) Standards for Adult Community Residential Facilities, Prison Rape Elimination Act (PREA) standards, WAC 137-56 and RCW 72.65, et. seq.

Responses should be submitted electronically to:

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THIS RFI DOES NOT OBLIGATE THE DEPARTMENT OR THE STATE OF WASHINGTON TO UNDERTAKE MEASURES TO PROCURE ANY SERVICES DESCRIBED IN RESPONSE TO THIS DOCUMENT OR AWARD A CONTRACT AS A RESULT OF THIS RFI, NOR DOES A RESPONSE GUARANTEE ANY ADVANTAGE TO THE RESPONDER.